



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF FOR INTELLIGENCE
WASHINGTON, DC 20310 - 1001

REPLY TO
ATTENTION OF

DAMI-CP (AR 690-13)

15 FEB 2002

MEMORANDUM FOR SENIOR INTELLIGENCE OFFICERS

SUBJECT: Revitalizing Army Support of the Intelligence Community Assignment Program (ICAP) Through a Targeted Exchange of Personnel

1. Your assistance is requested as we seek to revitalize ICAP in the Army. The Army ICAP participation objective is to support at 20 outgoing and an equal number of incoming placements per year. While continued high OPTEMPO is a reality, the simultaneous support of ongoing civilian professional development is essential to achieving and sustaining a workforce capable of winning the long-term war on terrorism and to support our future objective force.

2. ICAP assignments provide important opportunities for eligible Defense Civilian Intelligence Personnel System (DCIPS) careerists to develop or enhance intelligence and related skills and expertise while fostering an Intelligence Community perspective that is invaluable to our future success. ICAP or equivalent assignments satisfy one-third of the requirements needed to achieve Intelligence Community Officer (ICO) Designation. This designation sets a standard of professionalism for the entire IC and provides a mechanism for preparing our civilians to assume leadership positions throughout the community. More information on ICAP and ICO Designation is found at:
<http://www.dami.army.pentagon.mil/offices/dami-cp/>

3. One immediate goal is to help Army organizations identify and market their particular skill needs to other IC components. In the past, imbalances have been created, in part, because incoming ICAP participants have not accepted rotations in the same organizations from which Army ICAP participants have departed. Targeted marketing will create opportunities for ICAP "exchanges" that will minimize problems caused by the inability to backfill positions. The Intelligence Personnel Management Office (IPMO) will work with your organizations to develop marketing plans tailored for your potential outgoing ICAP careerists and incoming position requirements in preparation for upcoming ICAP vacancy announcement cycles.

4. The enclosure provides more information on "targeted exchanges" and requests information for use in both identifying the potential exchange opportunities and developing appropriate marketing plans in preparation for the April and July 2002 ICAP vacancy announcement cycles. Each addressee is challenged to identify two highly desirable positions **NLT 15 March 2002** for

DAMI-CP (AR 690-13)

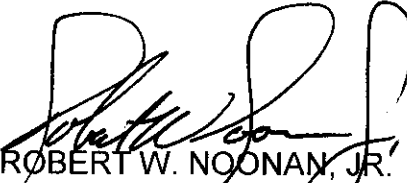
SUBJECT: Revitalizing Army Support of the Intelligence Community Assignment Program (ICAP) Through a Targeted Exchange of Personnel

marketing prior to the April 2002 announcement cycle; and two additional positions **NLT 4 June 2002** for marketing prior to the July announcement cycle. INSCOM is separately challenged to identify 20 positions split as desired between the March and June suspenses.

5. We cannot guarantee that this initiative will fill all of your ICAP positions or result in ICAP placements for all eligible careerists in the near term. Careerists and their organizations must perceive Army as a desirable developmental opportunity and selection of your applicants by host organizations must still follow merit principles. We can guarantee, however, that by working together to develop more focused and effective marketing within the merit-based ICAP process, we will improve our prospects for better utilization of ICAP, more meaningful professional development for our people; and enhanced mission operations within your commands.

6. The POC for this action in the IPMO is Rita Noll (rita.noll@hqda.army.mil). She can be reached at (703) 601-1576 or DSN 329-1576.

Enclosure



ROBERT W. NOONAN, JR.
Lieutenant General, GS
Deputy Chief of Staff, G-2

CF:
Career Program Managers

Information Requirements in Support of a Targeted ICAP Exchange Initiative

1. The major drawback for an organization supporting the ICAP has been the difficulty in backfilling behind those out on two-year ICAP assignments. The best way to overcome that difficulty is to ensure a reasonable exchange of those leaving an organization on ICAP assignments with those coming into an organization on ICAP assignments. The Intelligence Personnel Management Office (IPMO) is ready to assist by helping to "market" your ICAP positions and careerists with targeted Intelligence Community organizations. This will encourage good, qualified personnel to come in from other agencies and services while your own highly qualified and motivated careerists go out on ICAP assignments.
2. The IPMO will work with you to both post your positions for the regular ICAP vacancy announcement open windows in April and July 2002, and directly market your positions and careerists with the organizations you have designated first during March and April and then during June and July 2002. By "marketing," to targeted organizations, we mean the IPMO will provide copies of your newly identified jobs to those organizations' ICAP POC you have identified and seek a meeting where your managers or technical representatives can "pitch" your positions and your organization directly to the organizations' personnel and management. The IPMO will also work with your dedicated and qualified careerists seeking an ICAP assignment to ensure they submit timely ICAP applications during the open window and are given every consideration for merit based selection. Careerists that you select will not only need to complete a resume, they will also need to build their "profiles" into the Intelligence Community ICAP website that is resident only on JWICS, and then, when the open season for announcements comes, they will need to apply on-line and go through all the forms for the endorsement procedures found at: <http://www.dami.army.pentagon.mil/offices/dami-cp/programs/ico/icap/> (Note: The endorsement forms must be kept unclassified.)
3. The IPMO will keep you advised and give an accounting for each position identified for targeting against a specific agency or service. They will also ensure that your concerns for a balance between incoming and outgoing careerists are understood by the ADCS, G-2 who will approve: the endorsement of each of your careerist's applications during the open announcement periods; and approve any request for a delay in release of one of your careerists to begin an ICAP assignment due to either unforeseen critical mission requirements or an unacceptable ratio of those coming in and going out on ICAP assignments.
4. When discussing career development plans with your workforce, give priority to GG-15s over 14s and 14s over 13s for consideration for an ICAP assignment.

Enclosure

Information Requirements in Support of a Targeted ICAP Exchange Initiative

Completion of an ICAP is beneficial to all but GG-15s and 14s are closer to being considered for Senior Intelligence Executive Service (SIES) positions. Starting this fiscal year, the Intelligence Community is required to consider attainment of Intelligence Community Officer (ICO) Designation when filling SIES positions.

5. The following information will be required by the suspense dates of **15 March** and **4 June**:

a. Identification of highly qualified and motivated employees, GG-12 and above, in your organization that are interested in an ICAP assignment and would benefit significantly from one at this time. Provide a resume for each identified employee using the ICAP resume builder found on the IPMO portion of each of the ODCSINT web sites. On the INTERNET/NIPRnet, it can be found at : <http://www.dami.army.pentagon.mil/offices/dami-cp/programs/ico/icap/> Once there, cursor down to "ICAP Application Process" and click on "ICAP Resume."

b. Identification of specific Directorates, Divisions and/or Offices in specific locations and in specific Intelligence Agencies or Services for the exchange that should contain jobs that would be highly beneficial to both your identified careerists and your organization/command. Indication of the types of jobs desired is also required. You should ensure that your careerists would be able to perform well in those types of jobs and in those organizations and be willing to make the change in duty location. Funding for Temporary Change of Station (TCS), if required, will be funded centrally by the HQDA G-2.

c. Identification of priority jobs your command could have someone perform on an ICAP assignment from the organization you are targeting that would be highly challenging and would be personally rewarding. These could be the ICAP jobs your command has already posted with the IPMO, or they can be new opportunities in support of current critical missions or functions. The IPMO will need enough detail to ensure they can convey them as highly attractive opportunities and your organization and its location as highly desirable.

d. Identification of required and desired qualifications for those accepting the specific ICAP assignment you have identified within your command/organization.

e. Name of your POC for the Targeted ICAP Exchange program with telephone number and e-mail address.